



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON MANNHEIM  
UNIT 29901  
APO AE 09086-9901

IMEU-MAN-PW

APR 11 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure for the Performance of Environmental Management System (EMS) Management Reviews at the United States Army Garrison (USAG) Mannheim

1. REFERENCES: Environmental Management System (EMS) Procedure for Nonconformance and Preventive and Corrective Action at the United States Army Garrison (USAG) Mannheim
2. PURPOSE: To provide a standard procedure for scheduling and conducting management reviews of the USAG Mannheim's Environmental Management System (EMS). Implementation of this procedure will ensure that the EMS is periodically reviewed to determine its continuing:
  - a. Suitability to the garrison's mission, vision and culture,
  - b. Adequacy in fulfilling policy and requirements of ISO 14001, and
  - c. Effectiveness in managing and improving environmental performance.
3. APPLICABILITY: This procedure applies to garrison's top management (Commander, Executive Officer), DPW Division Chiefs, the CFT members, EMS Management Representative and personnel responsible for specific aspects of the EMS and related environmental issues.
4. DEFINITIONS: EMS Management Review: As part of a continual improvement process the ISO 14001 standard requires an organization's top management to review the EMS to ensure that the EMS is working effectively.
5. RESPONSIBILITIES:
  - a. Garrison Commander: The Garrison Commander is responsible for performing or supervising the performance of independent, documented, annual management reviews of the garrison's EMS, as described in this procedure.
  - b. Environmental Management System Management Representative (EMSMR): Reviews and approves the results of the management review.
  - c. Environmental Management System Coordinator:

(1) Schedules and coordinates annual EMS management reviews by the Garrison Commander and the cross-functional team. Develops and coordinates the management review meeting agendas.

(2) Records and coordinates follow-up on items for action resulting from management reviews. Prepares minutes of management review meetings.

d. Cross-Functional Team members: Provide input to the EMS Management Representative as appropriate for management review meetings. Participate in the periodic EMS management reviews. Support management during the review.

## 6. PROCESSES:

a. Develop Management Review Agenda: The agenda for the management reviews will include items relevant to the operation of the EMS and its suitability, adequacy and effectiveness. Agenda topics may include, but are not limited to the following:

(1) Changes to policy or procedures,

(2) Status of attainment of environmental objectives and targets,

(3) Results from EMS monitoring and measurement activity,

(4) Changes in legal or other requirements, or in Garrison processes that impact procedures, documentation, or other specific elements of the EMS,

(5) Status of preventive and corrective action implementation,

(6) EMS audit results and trends,

(7) Status of completion of action items from previous management reviews.

b. Perform Management Review: Management reviews shall be performed, at least annually, by designated management representatives under the supervision of the Garrison Commander. Management reviews may be focused on one or more elements of the organization's EMS, or may be more comprehensive in scope, but at a minimum must consider:

(1) Follow-up actions from previous Management Reviews (past meeting minutes),

(2) Results from internal EMS audits and results from compliance reviews (e.g. internal and external EPAS),

- (3) The extent to which objectives and targets have been met,
- (4) Suitability of the EMS related to changing conditions,
- (5) Concerns of relevant interested parties (communications, incl. complaints),
- (6) Environmental performance of the organization (environmental performance measures),
- (7) Status of corrective and preventive actions (e.g. reports of emergencies, spills, incidents, or nonconformities), and
- (8) Recommendations for improvement.

The management review may be conducted through direct observations, interviews and discussions with garrison staff, contacts with interested parties, evaluation of environmental records, or any combination of methods deemed appropriate by the commander or his/her designee. The EMSMR and the CFT shall provide the EQCC copies of any requested information items as necessary to support a review with the desired scope and level of detail.

The EMS Coordinator shall prepare a Management Review minutes that document the results of the review and identifies any specific suggestions for improvement or mandatory action items. The report shall be presented to the Garrison Commander and the EMSMR for review and comments. Comments shall be incorporated as appropriate. The Garrison will consider the questions listed in Appndix 1 during its annual EMS Management Review.

The final outcome of the Management Review Process should be continual improvement. The continual improvement process should:

- (1) Identify areas/opportunities for improvement of the EMS that lead to improved environmental performance
- (2) Determine the cause of nonconformance or deficiencies in the Garrison's EMS
- (3) Develop and implement plans of corrective and preventive action to address any nonconformance or deficiency, as well as its root cause
- (4) Document changes in procedures resulting from proces improvement
- (5) Make comparisons with objectives and targets

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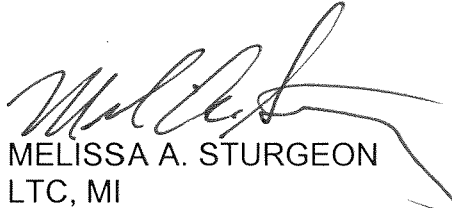
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Encl

Annex 1

Annex 2



MELISSA A. STURGEON  
LTC, MI  
Commanding

DISTRIBUTION:

All USAG-M Directorates

Annex 1: Management Review Questions

1. Are we monitoring our EMS via EMS audits? What do the results of those EMS audits tell us?
2. What do our internal and external EPAS results and root cause analysis tell us? [Note: this question should also be asked in conjunction with questions 3,4,5,6,9,10, and 14.]
3. Is our environmental policy still relevant to what we do?
4. Are roles and responsibilities still clear, do they make sense, and are they communicated effectively?
5. Has EMS awareness training been conducted throughout the Garrison? Was the training effective? Have personnel or unit rotations affected the number of trained personnel? Should additional awareness training sessions be offered?
6. Are our procedures clear and adequate? Do we need other controls? Should we eliminate or modify some of our existing controls?
7. What effects have changes in materials, products, or services had on our EMS and effectiveness? Do we need to modify our aspects register or our ranking methodology for determination of significant aspects?
8. Did we achieve our objectives and targets? If not, why not? Should we modify our objectives and targets?
9. Are we applying resources appropriately?
10. Are we fixing problems when we find them?
11. Do changes in laws, regulations, or Final Governing Standards require us to change some of our approaches?
12. What other changes are coming in the near term? What impacts (if any) will these have on our EMS?
13. What stakeholder concerns have been raised since our last EMS Management Review? How are those concerns being addressed?
14. Is there a better way? What can we improve?